

GRS Update Proposal 2204

Offender tracking records (UDC # TBD)

Context

The Department of Corrections has a [set of general retention schedules](#) that are specific to their needs (these are called Agency-Specific General Retention Schedules). These schedules are in need of updating, as many of the processes covered by them have evolved in the last 20 years.

DOC has decided to begin this project by updating Offender tracking records (see below). This schedule will replace several already existing schedules. It is intended to cover a permanent group of records that documents essential information related to offenders as they encounter DOC.

DOC would also like to create a related schedule, Offender transient tracking records (see [Proposal 2205](#)). This schedule is meant to provide retention for tracking records that have a shorter administrative need and are retained until superseded.

Proposed Updated Schedule (updates in magenta)

Title

Offender tracking records (UDC #TBD)

Description

These are permanent records kept in the Offender Tracking System maintained by the Utah Department of Corrections. The records may include static identification information, admittance, criminal offenses, assessments, incident/disciplinary, treatment plans, education and work records, supervision notes, locations, agents, case workers and family/associate information. The Offender Tracking System is designed to provide consolidated offender information collected by the separate divisions within the Department of Corrections and the Board of Pardons and Parole to facilitate offender management. The system also provides a communications network that supports the entry and access of information. In addition to facilitating offender management, the information is used in the publication of research reports, annual reports and other requested reports. The system also provides a history of an offender while under the supervision of the Department.

Retention and Disposition

Retain permanently. Records may be transferred to the archives.

REPLACING

Title

Offender Base Criminal Identification System (UDC 4-3)

Description

The Offender Base Criminal Identification System (OBCIS) database is designed to provide consolidated information collected by the separate divisions within the Department. The system also provides a communications network that supports the entry and access of information on the respective file. The information is used in the publication of research reports, annual reports and other special documents. The system also provides a complete history of an offender while under the supervision of the Department.

Retention

Permanent. May be transferred to the State Archives.

REPLACING

Title

Offender Tracking System (UDC 4-4)

Description

The Offender Tracking System is designed to provide consolidated information collected by the separate divisions within the Department. The system also provides a communications network that supports the entry and access of information on the respective file. The information is used in the publication of research reports, annual reports and other special documents. The system also provides a complete history of an offender while under the supervision of the Department.

Retention

Retain for 5 years after offender is released and then destroy.

ALSO REPLACING

Title

Inmate files (UDC 9-16)

Description

Documents the prison history of an inmate. Includes commitment papers, admittance and assessment records, Parole Board results, incident reports, contracts, treatment plans, pre-release agreements, detainers, disciplinary reports, educational and work records, correspondence, and other related records.

Retention and Disposition

Retain permanently. Records may be transferred to the archives.